

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Office

DATE: 10 February 1954

FROM : Chief, Space, Maintenance and Facilities Division

SUBJECT: Report of Operation by the Space, Maintenance and Facilities Division during the month of January 1953 and January 1954.

<u>Volume:</u>	<u>1953</u>	<u>1954</u>
1. Requests for services processed during the month of January.		
A. New requests by memorandum or requisition	254	112
B. On hand prior to January 1	14	37
	<u>268</u>	<u>149</u>
C. Written orders placed with GSA	162	76
D. Written estimates to GSA	---	58
E. Number on hand as of 31 January	16	48
F. On hand 60 days or more and not yet submitted GSA	0	0
2. Funds obligated during the month of January		
A. Routine alterations and installations	\$18,625.	\$34,262.12
B. Estimated cost of Item C	10,792.	-----
C. Estimated cost of other allotments (09)	75.	808.76
	<u>\$29,492.</u>	<u>\$35,070.88</u>
D. Protective service (GSA Guards)	\$102,180.	\$94,682.30
E. Laborers and Trucks (GSA)	5,333.	7,019.60
3. Sums paid to GSA during September 1953		
A. Alterations and installations	\$29,288.	\$3,427.05
B. Guards	100,049.	103,136.52
C. Laborers and Trucks	3,141.	-----
D. Firemen -- Janitorial	1,790.	-----
E. Elevator	40.	-----
	<u>\$134,308.</u>	<u>\$106,563.57</u>

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4. Work Load Status		
A. Orders submitted to GSA non-reimbursable	20	5
B. Verbal	300	200
C. Inter-office memorandum	53	29
Inter-agency letters	15	5
D. Space moves during January	8	13
Total personnel moves	247	285
Estimated cost	\$4,778	\$7,019.60
E. Number of requests on which orders have been placed but work has not been completed.		
30 days old	29	
60 days old	13	
90 days old	15	
120 days old	17	

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